

# User Reference Guide - Requesting an Organization Profile

Purpose: The Registration page allows a customer to:

- Request a CAMS profile for their organization
- Once the profile is approved by the DHCD, the customer will:
  - Receive a login ID and password for the **Profile Manager** and **Organization Head** if applicable
- Access on the other administrative pages (noted below) will enable the Profile Manager:
  - to set up other users within the organization (*Manage Staff*)
  - to assign those users to projects (*Manage Project Roles*)
  - to maintain the organization information and oversee applications for funding (*Manage Organization*)

Main Page: Upon selecting the [CAMS link](#), the page shown below will display. To begin registration, select the **Registration** menu.



**DHCD CAMS**

Search Program Registration Login User Guide

**Welcome to Virginia Department of Housing and Community Development CAMS Online System!**

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail\*:

Password\*:

Log On

[Forgot Password](#)

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The CAMS Registration page displays as a webform. Fields marked with an asterisk (\*) are required. The word “**Required**” will appear at the end of any required field which is left blank. An asterisk (\*) will appear at the end of any field requiring a number. Checking the Organizational Leadership box at the bottom of the page enables the user to indicate that the Profile Manager is the same person as the Head of the Organization, limiting duplication of data entry. If this option is selected, the fields to enter the Organizational Leadership information will be hidden.

## CAMS Organization Registration

Your organization must register in order to access funding through DHCD. Please note that DHCD does not provide direct assistance to individuals. Only one profile per organization is allowed.

### Organization Primary Profile Manager/Contact

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Contact Title:	<input type="text"/>	Cell Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Contact Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Extension:	<input type="text"/>
*Contact Email:	<input type="text"/>		

### Organizational Information

*Organization Name:	<input type="text"/>	*Street Address:	<input type="text"/>
		Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*ZIP Code:	<input type="text"/> - <input type="text"/> <a href="#">Whats my +4?</a>
<input type="checkbox"/> Check this box if the organization address listed above is the mailing address.			
Mailing Address:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	ZIP Code:	<input type="text"/> - <input type="text"/> <a href="#">Whats my +4?</a>
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	FAX Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*DUNS Number:	<input type="text"/>	*FEIN:	<input type="text"/>
Organization Website:	<input type="text"/> (eg. www.mysite.com)		
*Organization Type (Check all that apply):	<input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Developer <input type="checkbox"/> Localities <input type="checkbox"/> CHDO <input type="checkbox"/> Planning District Commission		

Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply.

Activity Type:

☐ Homeless Service  
☐ Housing  
☐ Economic Development  
☐ Infrastructure  
☐ Community Development


### Organizational Leadership

Please fill out the following information on the director or head of your organization. If this information matching the information provided above, please check the checkbox below.

☐ Check this box if the person listed above **IS** the organization's head or director.

Director First Name:	<input type="text"/>	Director Last Name:	<input type="text"/>
Director Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Director Email:	<input type="text"/>
Most recent annual audit	<input type="text"/> <input type="button" value="Browse..."/>		

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Check this box if the Organization Leader is the same as the Primary Contact. →

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**Mailing Address:** Enter if the mailing address differs from the physical address.

**DUNS Number:** Nine or 13 numbers

**FEIN:** Nine numbers

**Organization Type:** Select as many as are applicable. Selection will determine what programs the organization is eligible to apply for.

**Activity Type:** Select as many as are applicable. As stated in the note, the Activity Type will allow the DHCD to contact an organization for workshops or other notifications based on the organization's business interests.

**ZIP Code + 4:** A link is available to assist in determining the ZIP extension. This information is **required**.

As shown below, if either Nonprofit or CHDO is selected as an Organization Type, the Proof of nonprofit status field will display. Proof of nonprofit status **is required to submit the profile for any type of nonprofit**.

Although the annual audit documentation (or review of financial statements) is requested at this point, **it is not required until funds are granted**.

The screenshot shows the 'CAMS Organization Registration' form. Red arrows point from the text above to two specific fields: 'Organization Type' and '\*Proof of nonprofit status'. The 'Organization Type' section includes checkboxes for 'Nonprofit Organization', 'Developer', 'Localities', 'CHDO', and 'Planning District Commission'. The 'Activity Type' section includes checkboxes for 'Homeless Service', 'Housing', 'Economic Development', 'Infrastructure', and 'Community Development'. The 'Organizational Leadership' section includes fields for 'Director First Name', 'Director Last Name', 'Director Phone', and 'Director Email'. The 'Most recent annual audit' field has a 'Browse...' button. The '\*Proof of nonprofit status' field also has a 'Browse...' button. A 'Submit' button is located at the bottom right. The footer includes the DHCD logo and contact information for the Virginia Department of Housing and Community Development.

\*City: [ ] \*ZIP Code: [ ] - [ ] [Whats my +4?](#)

\*Phone Number: [ ] - [ ] - [ ] FAX Number: [ ] - [ ] - [ ]

\*DUNS Number: [ ] \*FEIN: [ ]

Organization Website: [ ] (eg. www.mysite.com)

\*Organization Type (Check all that apply):

- ☒ Nonprofit Organization
- ☐ Developer
- ☐ Localities
- ☒ CHDO
- ☐ Planning District Commission

Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply.

Activity Type:

- ☐ Homeless Service
- ☐ Housing
- ☐ Economic Development
- ☐ Infrastructure
- ☐ Community Development

**Organizational Leadership**

☐ Check this box if the person listed above **IS** the organization's head or director.

Director First Name: [ ] Director Last Name: [ ]

Director Phone: [ ] - [ ] - [ ] Director Email: [ ]

Most recent annual audit [ ] [Browse...](#)

\*Proof of nonprofit status [ ] [Browse...](#)

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Once all required fields are completed the **Submit** button can be selected, and a profile request will be sent to the DHCD. The user will receive an onscreen message indicating that their request has been submitted. If the Profile Manager and the Head of the Organization are different, an email will also be sent to each of them. The profile request will be processed within five business days.

## CAMS Organization Registration

Thank you for submitting a request for a CAMS organization profile. It will be reviewed and a response sent to you within the next five business days.\*

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Example of email confirmation message.

**Your DHCD CAMS Profile Request has been submitted**

[CAMSProfileRequests@dhcd.virginia.gov](mailto:CAMSProfileRequests@dhcd.virginia.gov) [[CAMSProfileRequests@dhcd.virginia.gov](mailto:CAMSProfileRequests@dhcd.virginia.gov)]

**Sent:** Wednesday, January 25, 2012 11:54 AM

**To:** Dynes, Katy

**Cc:** [Tod.Love@dhcd.virginia.gov](mailto:Tod.Love@dhcd.virginia.gov)

Thank you for requesting a CAMS profile for your organization.  
Your request will be reviewed and a response sent to you within  
five business days.